



FIRST AID & MEDICINES POLICY

Approved on behalf of Governing Body:

(Chair of Governors)

Approved on behalf of School:

(Head teacher)

March 2024
Review date: March 2025

Our vision

Nether Stowey Church of England Primary School inspires a love of learning in all of us, with Christian values at our heart. Our school is a safe, caring, friendly environment where everyone is welcome. We respect and value each other, our school, our community and the world we live in.

AIMS:

The Aim of this Policy is to set out guidelines for all Staff in school in the administering of First Aid, and to determine whether or not the child is in need of 'First-Aid' or merely 'Pastoral Care'. Having such clarity will help us to ensure we are providing the best possible provision for safeguarding our pupils. This policy is used in accordance with the Somerset Local Authority Health and Safety Policy Manual for First Aid (HS 012)

CLASSIFICATION & STAFFING:

Advanced First Aiders:

Mrs. Sabine O'Brien Mr Jordan is fully trained in First Aid in the Workplace (5 days)

Advanced First Aiders **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

Advanced First Aiders **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils taking regular medications-irrespective of the type

of illness or injury sustained. **On NO ACCOUNT must these pupils be left / sent to self-administer their own treatment.**

Pupils with specific needs have an Individual Healthcare Plan to ensure their safety. This should always be consulted.

Classification for incidents such as these is '**FIRST AID**'

The First Aid Staff attend regular training and have current certification.

In the case of an emergency (rapid response needed / no first-aid trained staff available) School Administrators are permitted to administer medicines and will record this in the same way as first-aiders (using '[Record of all medicine administered to all children](#)' Appendix 4).

Staff will only administer prescribed medicines brought to school in their original packaging and it is the parent's responsibility to ensure a '[Record of short-term medicine administered to an individual child](#)' (Appendix 1) or an '[IHCP & Parental](#)

agreement for school to administer long-term medication' (3-page) form (Appendix 2) has been fully completed and signed off by a member of staff. Medicine administration will be recorded on the 'Record of all medicine administered to all children' (Appendix 4)

If the child's needs are acute (to be determined by the Head teacher) a **Medical information plan** will be created (Appendix 3) and displayed in the staffroom, included in the class register box and shared with all relevant staff (Teacher, Teaching Assistant, Supply Teacher, Midday Supervisor and Kitchen staff, if required).

If a parent wishes to administer non-prescribed medicines they will need to arrange a visit school to do this themselves. Non-prescription or over-the-counter medication does not need a GP signature or authorization in order for a school, nursery or childminder to give it. If a parent is unable to attend school to give a non-prescribed medicine and wishes the school to administer, they will need to give written consent.

Appendix 1

EPI-PENS:

The **administering of epi-pens must be carried out by the nearest trained member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first.**

These people have been trained in the use of Epi-pens:

Jordan Meaker

Consultation from an advanced member of First-Aid staff **need not be sought** in the event of **minor incidents** which may be treated with Pastoral care.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel - or who are actually – sick
- Minor bumps to the head – i.e. pupils colliding in the playground.
- Minor marks to the body (bruises), skipping rope burns etc

Classification for incidents such as these is '**PASTORAL CARE**'

FIRST- AID:

In the event of **major injury**, the advanced First-Aider (Sabine O'Brien / Jordan Meaker in Di's absence) should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require medical assistance (i.e. Parent called into school / hospital visit / ambulance), a member of the office staff should be contacted immediately to seek urgent authorisation from the Head teacher (injury type

permitting) and the relevant action taken.

Incidents during the day should be treated as follows:

- **DURING LESSON TIMES:** children may be assessed by any available first-aider for the severity of any illness or injury and appropriate action will be taken.
- **BREAK:** children may be treated by the first aider on duty / sent to staffroom if not available
- **LUNCHTIMES:** Children can be treated by a MDSA or Jordan Meaker Sabine O'Brien and they may contact other first aiders for support.
- Any child who needs to be sent home or sent to a doctor or hospital, owing to illness / injury in school, must be sanctioned by the Head teacher or, in her absence, by a member of the SLT (Terry Luke or Jordan Meaker).

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Guardians/Out-of-school club/Carer at the end of the school day.

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made.

Should the decision be that Parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with the Head teacher, and Parents contacted.

PUPILS WITH SPECIFIC NEED:

Details of Pupils with specific need i.e. diabetic/severe allergies/epipens etc may be found on the First Aid cupboard door. Please take time to familiarise yourself with the pupils concerned and their individual potential need.

INCIDENT REPORTING:

All incidents requiring first-aid (whether minor or major) must be recorded in the school First-Aid book. These sheets must then be filed in the school office.

BUMPED HEADS:

Classed as a major injury and needs to be referred to the advanced first aider (Sabine O'Brien/ Jordan Meaker in her absence)

If a child bumps their head the member of staff attending will complete a bumped head form (kept in the school office). This will be copied for filing in the school office and a copy given to the class teacher who will give this to the child's parent at the end of the school day if it is felt that the child is well enough to stay at school. If assessed as severe, parent will be contacted immediately by telephone, but a letter will still be given.

TREATMENT:

School has a ready supply of minor first aid equipment. These may be found in the

staffroom.

The administering of items such as antiseptic creams etc are not permitted in case of allergic reaction. Cuts and grazes should be washed with water and hypo-allergenic elastoplasts / micro pore applied where a child is not allergic.

There are buckets in the staffroom for pupils who feel sick. Please place a vomit bag inside the bucket before use. Mops and buckets may all be found in the Cleaner's cupboard.

CLASS MEDICAL LIST:

Every Class register must have a Class Medical List and a list of pupils with specific dietary requirements and other medical conditions such as asthma.

The child must be aware that they need to report to their class teacher, Head teacher, lunchtime supervisor or First Aider should they be feeling ill. (list in class register box)

Kitchen staff also need to be informed if a child has a food allergy or requires medication (medical information plan)

PUPILS WITH SPECIFIC DIETARY REQUIREMENTS

Pupils must be fully risk-assessed when food-tasting activities take part at school.

ABSENCE DUE TO ILLNESS (infection control)

Parents should be advised of periods of absence required in line with national guidance. If a parent wishes to know if a child should remain absent for a specified period of time, please ring the school office.

In the case of diarrhoea or vomiting this period is 48 hours from the last episode.

Appendix 1- Record of short-term medicine administered to an individual child

Please tick

Medicines must be in the original container as dispensed by the pharmacy

Non- prescribed medicine to be given

Please check this medication is short-term and to be returned once completed. If this is for long-term administration, parent must complete the IHCP and long-term medication form. If in doubt, consult the Head teacher

Name of child

Date medicine provided by parent

Class

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

Staff signature _____

I give consent Signature of parent _____

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Appendix 2 Individual healthcare plan

(Must also complete 'Parental agreement

for school to administer long-term

medication' form if medication is

required)

Child's name

Class & Year

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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IHCP continued...

Describe medical needs and give details of child's symptoms, triggers, signs, treatments,



facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-
indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

This plan will be escalated to a Medical Information plan for those pupils with acute conditions. This decision will be made by the Head teacher in discussion with parents & child



Parental agreement for school to administer long-term medication

Nether Stowey School staff will not give your child their medication unless you complete and sign this form, in line with school policy

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration (if agreed by HT)	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to school office with this form	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medication in accordance with the school policy. **I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.**

Signature(s) _____ Date _____

I have read the IHCP and medication details and will ensure the pupil is cared for accordingly

Head: _____ Review date: _____

Appendix 3

Photo here

Notes on condition here

- **Action to be taken here**

See health care plan in medicines file for further details

